

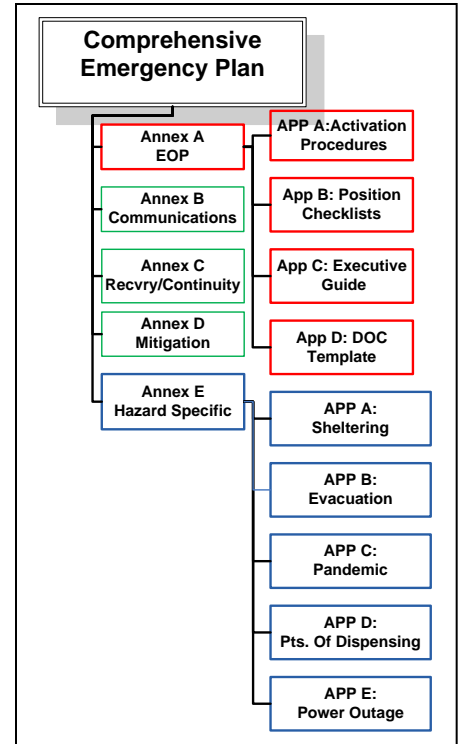
University of California  
 Comprehensive Emergency Plan  
**Annex A: Emergency Operations Plan**  
**APPENDIX C: Executive Guide**

The Executive Guide is Appendix C of the Emergency Operations Plan (Annex A) of the Comprehensive Emergency Plan for the University of California, Davis.

This Guide provides a basic orientation for campus executives to the emergency management program at UC Davis, and their role within the program. Executive support of emergency management activities and leadership during an emergency helps protect campus safety and ensure that our academic program and mission-critical functions are restored quickly when a campus emergency or an area-wide disaster occurs.

The Emergency Management program at UC Davis includes critical roles and responsibilities for the campus Executives – Deans, Associate Deans, Vice Chancellors, Associate Vice Chancellors, Vice Provosts and Associate Vice Provosts. University executives provide a vital link between emergency response and recovery efforts and the campus community before, during, and after a major crisis.

The UC Davis Comprehensive Emergency Plan applies to a wide range of events that include both natural and man-made events. The emergency management structure not only applies to campus incidents, but also may be invoked for local, regional or nation emergencies that could affect our campus, students, staff, faculty or programs.



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## **RESPONSIBILITIES**

Every UC Davis employee and student plays a role in a campus emergency. All students, staff and faculty are expected to be familiar with emergency procedures required by the Comprehensive Emergency Plan, according to their unit policy and as posted on the campus emergency web sites.

Deans, Vice Chancellors, Vice Provosts and Department Heads serve as leaders, providing overall guidance to emergency and safety management planning for the school, college or unit they are responsible for.

UC Davis depends on all campus Executives to take actions in each of their schools, colleges or units to:

- Develop emergency preparedness plans in coordination with the Department Emergency Coordinator guidelines (Annex F of this plan)
- Develop business continuity plans in coordination with the Department Emergency Coordinator guidelines (Annex D of this plan)
- Implement those plans when necessary
- Communicate those plans with their faculty, students and staff;

## **MISSION**

The mission of the Emergency/Continuity Management program at the University of California, Davis is to respond to all emergency events and provide adequate resources to recover in a safe, effective and timely manner. The objectives of emergency planning at UC Davis are:

- To save lives and minimize injury
- To secure critical infrastructure and property,
- To protect the environment and property, and
- To return to normal operations as soon as possible.

## EMERGENCY MANAGEMENT

Emergency Management is generally defined as a set of synchronistic phases – a circle wherein the four elements of mitigation, preparedness, response, and recovery flow from one phase to the next, reflecting the continuity of the emergency management process. This model was developed by the National Governors Association in the early 1970s and adopted by FEMA soon after its creation in the early 1980s. FEMA defines each of these phases as follows:



**Mitigation/Prevention** includes activities that eliminate or reduce the occurrence or effects of a disaster.

**Preparedness** is planning how to respond when an emergency or disaster occurs.

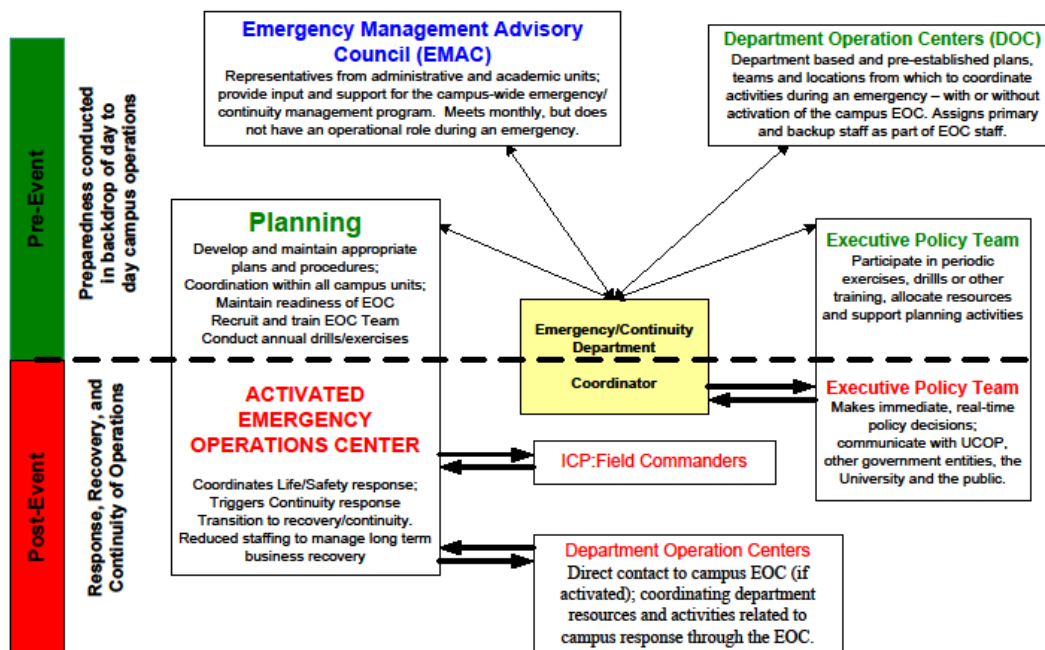
**Response** is providing immediate emergency assistance to victims and reducing the likelihood of further damage.

**Recovery** is the short-and long-term actions necessary to return all systems to normal or near-normal conditions.

## CONTINUITY MANAGEMENT

Business Continuity or Continuity of Operations refers to the plans made during the mitigation/preparedness phase of the graphic above that specifically relate to the organization functions that effect the ability to quickly resume business. For example, an earthquake can severely damage buildings and infrastructure, making it impossible to reenter or use them. Preparedness activities could include planning how to do damage assessments, obtain necessary supplies and finding contractors. Continuity planning adds the business planning element – finding alternative work space, ensuring vital records are protected, and understanding how data is backed up and restored.

## UC Davis Emergency/Continuity Management Overview



## EMERGENCY/CONTINUITY MANAGEMENT AT UC DAVIS

The Emergency Management Program at UC Davis is structured as to be consistent with all state and federal regulations and with emergency management programs in other local, regional and national entities. The success of the program is based on core functions which are described in more detail in the Comprehensive Emergency Management base plan. These functions include:

- The EOC exists as a central location from which to manage and direct incidents that overwhelm or threaten to overwhelm the campus day-to-day response abilities.
- Many campus executives sit on the Emergency Management Advisory Council, which acts as the body to provide input and council to the campus emergency management program.
- A smaller group of campus executives are designated by the Chancellor as members of the Emergency Operations Center (EOC) Executive Policy Group. This group serves as the policy decision making body for any emergency event on campus and as a resource to an activated EOC.
- During an emergency event, the primary communication path for information to others executives (i.e.: the CODVC) is through the EOC Executive Policy Group.

## **HAZARD ANALYSIS**

UC Davis conducted a formal hazard vulnerability assessment in 2005 as part of a program developed by the University of California Office of the President to be presented to all UC campuses. A workgroup analyzed twenty-four major threat event scenarios for their potential to occur and the financial, physical and reputation effects these hazards would have to the campus. The primary hazards for the UC Davis campus, as developed by this process were:

- Animal/Crop Eco-terrorism
- Workplace violence
- Laboratory building or residential building fires
- Sports/public event and civil disturbances
- Active shooters
- High Winds
- Flooding
- Power Failures
- Earthquakes
- Relocation of Mass Populations to Campus

## **SCHOOL/DEPARTMENT EMERGENCY PREPAREDNESS**

The time to plan for emergencies is before an event occurs. Plans should include actions that would assure your school, college or unit can survive any event that might disrupt its normal operations, and ensure the safety of your faculty, students and staff.

Each department has a designated Department Safety Coordinator (DSC) is who responsible for disseminating information on safety updates and new or revised trainings to department employees. DSCs also play a role in developing, updating, and training on department specific safety plans.

UC Davis has an emergency notification system to alert and inform the campus population when their lives and safety are at risk. The alert system has the ability to alert students, staff and faculty on work emails, office phones, and UC Davis owned cell phones. Students, staff and faculty are encouraged regularly to enter their personal contact information in to the notification system to further the ability to communicate with them during an emergency.

Emergencies tend to produce confusion and chaos. The primary role for campus executives during those situations is to provide leadership for their units and facilitate a successful response and recovery. The following table provides recommended actions.

**CHECKLIST FOR CAMPUS EXECUTIVES:**

<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Coordination and communication with your internal staff and faculty. Student Affairs is responsible for communication with all students except those in the professional schools.</li> <li>• Coordination and communication with the EOC Executive Policy Team</li> </ul>
<b>ACTIONS</b>	
1.	Remain calm
2.	<ul style="list-style-type: none"> <li>• If the event affects your building or office, evacuate immediately.</li> <li>• If the event does not affect your building or office, stay in your office. Do not go to the incident site unless requested.</li> </ul>
3.	Turn on your cellular phone.
4.	Establish communication link with internal staff and faculty. Student Affairs will direct communication with students.
5.	Monitor campus information sources (web pages, hot lines).
6.	Respond to requests from the emergency responders and emergency operation teams.
7.	Implement emergency and continuity plans as necessary.